



CITY OF AKRON, OHIO
POLICE DIVISION
MICHAEL T. MATULAVICH, CHIEF OF POLICE

NUMBER P-2007-053	EFFECTIVE DATE July 30, 2007	RESCINDS P-84-038 Issued 9-5-84 and P-00-053 Issued 9-15-00
SUBJECT Warrant Procedure		ISSUING AUTHORITY Chief Michael T. Matulavich

I. POLICY

Officers will authorize, obtain, and execute warrants and other orders of detention; including AWOL, probation, and parole violations.

II. PROCEDURE

A. AUTHORIZING WARRANTS

1. When a felony warrant is authorized or signed, an officer shall complete the following:
 - a. Incident, Auto Theft, or Juvenile Rule Six Report.
 - b. Supplemental Felony Arrest Report
 - c. Report of Investigation, if appropriate.
 - d. A warrant jacket which includes:
 - 1) Copy of original warrant.
 - 2) Copy of the Incident or other appropriate report (if available).
 - 3) Copy of ROI or PD-184.
 - 4) Original Supplemental Felony Arrest Report.
2. When a misdemeanor warrant is authorized or signed, an officer shall complete the following:
 - a. Incident or other appropriate report.
 - b. A warrant jacket which includes:
 - 1) Copy of original warrant.

- 2) Copy of the Incident, Auto Theft, or Juvenile Rule Six Report.
- 3) Copy of PD-184 when applicable.

B. ARREST ON WARRANTS ISSUED BY THE CITY OF AKRON

1. Misdemeanor warrant arrests:

- a. If court is in session:
 - 1) Complete a Field Arrest/Summons Form.
 - 2) Have the subject transported to Court Security on the seventh floor.
 - 3) Sign the return in the Clerk's Office.
- b. If court is not in session:
 - 1) Complete a Field Arrest/Summons Form.
 - 2) Determine if the jail will accept a misdemeanor arrest.
 - 3) If accepted, have the subject transported to jail.
 - 4) If the jail will not accept, issue a summons.

2. Felony warrant arrests:

- a. Contact the Detective Bureau so that they can assign someone to interview the suspect. If DB personnel are not available, they may solicit the help of the Uniform Subdivision to conduct the interview.
- b. Retrieve the Supplemental and ROI from the filing cabinet outside the Warrants Office, complete and disperse.
- c. Interviews will be documented by an Action Taken Report. If a suspect refuses to make a statement, this fact will be noted on the Felony Supplemental Report.

C. ARREST ON WARRANTS ISSUED BY AGENCIES OUTSIDE THE CITY OF AKRON, BUT IN SUMMIT OR ADJOINING COUNTIES

1. The subject will be detained while the warrant is confirmed by teletype through LEADS.
2. Once confirmation has been received, LEADS will ascertain if the issuing agency can pick up in a reasonable amount of time, usually within one hour.

3. If the issuing agency is responding within one hour:
 - a. Summit County may provide a courtesy hold if requested by the issuing agency.
 - b. If Summit County refuses to hold, the subject will be transported to DB until the issuing agency responds. The arresting officer is responsible for the prisoner unless relieved by DB.
4. If the issuing agency has a unit immediately available and wishes to meet the Akron unit at the city limits to transfer the prisoner, the arresting officers shall determine a location to make the exchange. If the exchange occurs outside of the city the transporting officer must notify his supervisor.
5. If the issuing agency cannot respond within one hour:
 - a. If the jail will hold:
 - 1) The subject will be transported to the jail.
 - 2) The issuing agency will be advised by LEADS to pick up the prisoner at the jail.
 - 3) Safety Communications will also forward a copy of the holder to the jail.
 - b. If the jail will not hold:
 - 1) The shift commander on duty will be notified.
 - 2) LEADS will notify the issuing agency that the subject will be released.

D. WARRANTS ISSUED FROM NON-ADJOINING COUNTIES, OUT-OF-STATE AND PAROLE/PROBATION VIOLATIONS

1. Confirm the warrant through LEADS and have them forward a copy of the holder to the Summit County Jail.
2. Transport the prisoner to the Summit County Jail.

E. JUVENILE WARRANTS

1. Officers should be aware that signed Juvenile Complaints are not warrants.
2. Officers wishing to have a warrant issued by a Juvenile Court magistrate must note this in the remarks section of the Juvenile Report

3. Once a juvenile warrant has been issued and confirmed, officers can arrest and transport to the Summit County Juvenile Detention Facility.

By Order Of,

Michael T. Matulavich
Michael T. Matulavich
Chief of Police

Date July 12, 2007